



# NEXT STEPS:

## 2007 21<sup>st</sup> Century Community Learning Centers Continuation Application



# Welcome to MEGS

## The Michigan Electronic Grants System

<http://megs.mde.state.mi.us/megs/>

# 21<sup>st</sup> Century Community Learning Centers

Last Updated: May 2, 2006

Slide 2

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# Purpose

1. Understand how to use MEGS for 21<sup>st</sup> CCLC grants
2. Initiate the 2007 Continuation Grant (rollover from previous year)



# What is needed to use MEGS?

- An Internet Connection
- Web Browser
  - IE 6.0+
  - Netscape 7.0+
- Acrobat Reader 4.0+
- A Valid MEIS Account, entered in MEGS

**MEGS: Michigan Electronic Grants System**

Welcome to MEGS, the Michigan Electronic Grants System. Founded in 2001 by the Michigan Department of Education (MDE), MEGS helps to expedite and improve the application process by using the power of the Internet. MEGS' features include:

- Allowing you to view and print information about a grant and its current application.
- Providing a secure environment for on-line applicants to complete, submit, amend, and track their applications.
- Automatically reviewing applications to reduce the number of initial application errors.
- Allowing MDE reviewers to conduct their reviews online and share the results of the review with the applicant immediately.
- Posting allocations as soon as they are determined.

Please explore the MEGS web site to learn more about this innovative on-line grants system. If you have any questions or comments regarding MEGS, feel free to contact the Michigan Department of Education

**Login to MEGS**

Michigan Department of Education  
608 West Allegan Street  
Hannah Building  
Lansing, MI 48933  
(517) 373-3324



# What is MEIS and how can an account be obtained?

MEIS is the Michigan Education Information System.

MEIS provides one system for the management of user accounts for a variety of MDE applications.

In order to use MEGS (and potentially other State of Michigan systems) you must first obtain a MEIS account. This can be done by going to the following URL (Website Address) and clicking Create a MEIS Account:

The screenshot shows the MEIS User Management System interface. At the top left is the MEIS logo with the text 'MICHIGAN EDUCATION INFORMATION SYSTEM' and 'User Management System'. To the right, a blue banner reads 'Welcome to the MEIS User Management System' and 'MEIS Accounts are used to access MEIS web-based applications bearing this logo:'. Below this is a yellow section titled 'Questions & Answers regarding MEIS User Management' containing instructions for new and existing users. The bottom section is split into two colored areas: a pink area for users who do not have an account, with a link to 'Create a MEIS Account', and a green area for users who have an account, featuring a 'MEIS Login' form with fields for 'Login:' and 'Password:', a 'Login' button, and a small MEIS logo.

**MEIS** MICHIGAN EDUCATION INFORMATION SYSTEM  
User Management System

Welcome to the  
MEIS User Management System

MEIS Accounts are used to access MEIS web-based applications bearing this logo:

Questions & Answers regarding MEIS User Management

If you are **new** to the MEIS system, and were asked to obtain an MEIS account, please select the link (below on the left) labeled: **Create a MEIS Account**

If you have already created an MEIS account and would like to adjust your account settings (i.e. change your MEIS password, adjust address info, etc.) please login with the MEIS Login box provided (below on the right).

If you **DO NOT HAVE** an MEIS Account:

To obtain an MEIS account, please select the link below:


[Create a MEIS Account](#)

If you **HAVE** an MEIS Account, please login:

**MEIS Login**

Login:

Password:



[Return to the MEIS Main Menu](#)

<http://meis.mde.state.mi.us/userman/>

# Confirming your MEIS Account


Obtain MEIS Account for JohnDoe - Finished

PLEASE BE SURE TO PRINT  
THIS INFORMATION FOR YOUR RECORDS!

The Following Account Was Created

Last Name:	Doe
First Name:	John
Email Address :	jdoe@email.com
Address 1:	1234 Address Street
Address 2:	
City:	Anywhere
State:	MI
Zip:	12345
MEIS Account Info	
MEIS Account ID:	A1010956
MEIS Login:	JohnDoe
MEIS Password:	eAIQZz (note: this is a temporary password)

Follow the link below to set your MEIS Account password.  
(Use the temporary password provided above to access the system.)



[Set your MEIS Password](#)

The final screen will confirm your account.

***Hint: Print this page for your records.***

***Hint: Change your password immediately.***

Your MEIS account must be entered in MEGS by your authorized official (level 5).

Note: Every MEIS application has its own security system.



# How to access MEGS

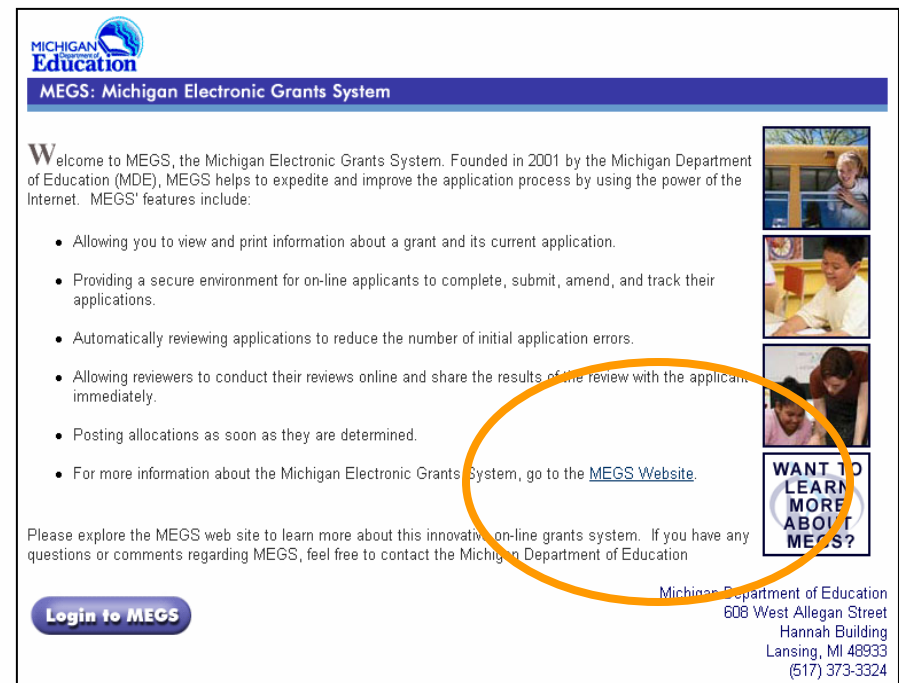
If your MEIS account is entered in MEGS, you can log in:

[http://megs.mde.state.mi.us/megs/.](http://megs.mde.state.mi.us/megs/)

The first screen provides a link to the login screen and a link to the MEGS Website.

MEGS Website has:

- training materials
- allocation information
- MEIS information
- general information





## Logging into MEGS

Use the Login and Password obtained from the MEIS Registration Process to login.

Remember: the MEIS password is case sensitive.

If you receive an error message that you have a valid MEIS account, but are not authorized in MEGS, contact your Authorized Official.

Need to reset your password?  
Call the MDE Helpdesk:

**(517) 335-0505**

A screenshot of the MEGS (Michigan Electronic Grants System) login page. The page has a white background with a blue header bar containing the Michigan Department of Education logo and the text "MEGS: Michigan Electronic Grants System". Below the header, there is a welcome message and instructions. The main login area is a blue box with white text and input fields. It includes labels for "Login:" and "Password:", each followed by a white text input field. Below these fields is a blue "Login" button. At the bottom of the blue box, there is a link for users who do not have a MEIS account. The MEIS logo is at the very bottom of the blue box.

**MICHIGAN**  
**Department of**  
**Education**

**MEGS: Michigan Electronic Grants System**

Welcome to MEGS, the Michigan Electronic Grants System.  
This system allows Michigan's schools to create, manage, submit, track, and amend their grant applications. Please type your MEIS login and password in the text boxes below and click the "login" button to begin using MEGS.

Login:

Password:

Login

If you do not have a MEIS account,  
please visit <http://meis.mde.state.mi.us/userman> to request one.

**MEIS**



# MEGS Authorization Structure

## **Level 5 - Authorized Officials**

- Manage MEGS accounts for district/agency and add users to MEGS
- Submit, amend and delete applications, amendments, and/or reports

## **Level 4 - Application Administrators**

- **Responsible for managing the application (21<sup>st</sup> CCLC)**
- Initiate assigned applications
- Assign other users to participate in the grant writing or review process
- Notify Authorized Officials to submit applications, modifications and amendments
- Submit reports

**Level 2 - Grant Writers** Input and edit any data

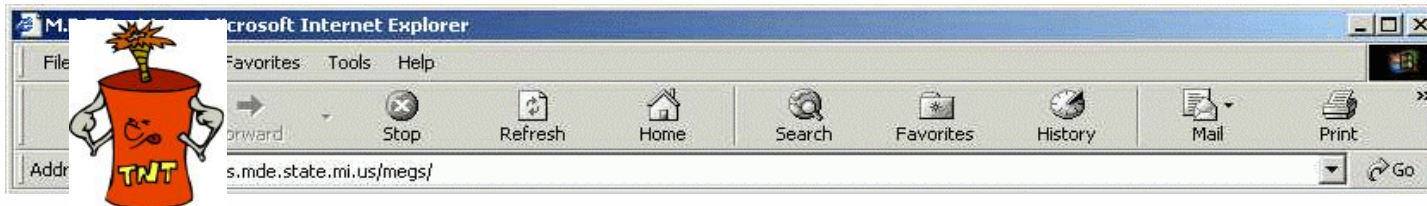
**Level 1 – Viewers** View all parts of the application - Cannot input or edit any information

## Avoid the **Back** and **Forward** Buttons

MEGS is a dynamic, database driven, Web application. Content in MEGS changes according to information that is entered into the system. When applicants enter information into the system, it changes the way they see certain parts of the application. Therefore, it is highly recommended that users use the navigation provided within the application.

Using the browser's **Back** and **Forward** buttons to go to a page is not the same as clicking a link to go to exactly the same page. The **Back** button will simply load the cached (or saved) version of the page that exists on the local hard drive as it was the last time the page was accessed. By using the **Back** button, the user is not getting the latest information from the website, but rather an “older” saved version of the page.

Avoid the **Back** and **Forward** buttons in order to always see the latest information.





# MAIN MENU: Application Security Level(s)

“Get assigned to the grant!”

To assign application security level(s) once users are in MEGS:

- Select the user from the drop down list and click **Go**.
- Assign a security level for each application the user will access.
- Click the **Save** button to save the assignments.

***New! Users can be added even if the application is already initiated.***

Application Security Levels

Contact: Alexander, June (A1015829) [Go]

Funding Source Category	Application Security Level	Date Begin
Career Prep		
CNRA (MSRP State Aid Pre-App)		
21st Century	Level 1 (Viewer) Level 2 (Grant Writer) Level 2c (Financial Officer) Level 3b (Cons./Grant Member Program Coordinator) Level 4 (Application Administrator)	
Capacity Building		
Career Prep		
CNRA (MSRP State Aid Pre-App)		
MI School Readiness Program		
Safe & Drug-Free Schools		
Sec. 57.1, Advanced/Accelerated		
Sec. 57.3, Advanced/Accelerated		
Summer Migrant		
Tech Prep		

[SAVE] [CANCEL]



# Initiating an Application

Initiate an Application	Additional Functions	Maintain MEGS Accounts
<div>21st Century Community Learning Centers (FY-2007) ▾</div> <div>Select an application in the drop down menu and then click <b>Apply For A New Grant</b></div> <div>APPLY FOR A NEW GRANT</div>	<ul style="list-style-type: none"><li>• <a href="#">Enter/Update Your GRIF</a></li><li>• <a href="#">Review Grant Applications</a></li><li>• <a href="#">Certification Menu</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Add Users to MEGS</a></li><li>• <a href="#">Contact Information</a></li><li>• <a href="#">Application Security Level(s)</a></li><li>• <a href="#">Edit Your Agency Information</a></li><li>• <a href="#">Edit Your Contact Information</a></li></ul>

## Main Menu

### Apply for FY 2007 Grant(s)

- Select 21<sup>st</sup> Century (FY-2007) from the drop down list
- Click **Apply For A New Grant.**

Takes you to next page

Initiate an Application
21st Century Community Learning Centers (FY-2007) ▾
<div>21st Century Community Learning Centers (FY-2007)</div> <div>Charter Schools Planning/Implementation (FY-2007)</div> <div>CNRA (MSRP State Aid Pre-App) (FY-2007)</div> <div>Fruit And Vegetable (FY-2006)</div> <div>Homeless Students Grant (FY-2007)</div> <div>Sec. 31a/32e Flexibility (FY-2006)</div> <div>Service Provider Self-Review (FY-2007)</div> <div>Summer Migrant (FY-2006)</div> <div>Title I School Selection (FY-2007)</div>

Level 4's or 5's can initiate applications.




# MAIN MENU

## Initiating an Application

***Note: only a level 4 or a level 5 can initiate an application***

Do Not Apply	Apply Now	Apply Later	Copy Previous Grant	Grant #	Name
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	052110	Continuation Application for 2005-2006



- Select **Apply Now Circle**.
- Be sure the **Copy Previous Grant Box** is checked.
- Click the **Apply** button to initiate the application. This will send the user to the Application Menu.

*Apply Now does not mean **TODAY***



# HELP/ASSISTANCE

[PRINT WINDOW](#)[CLOSE WINDOW](#)

## MEGS: Michigan Electronic Grants System

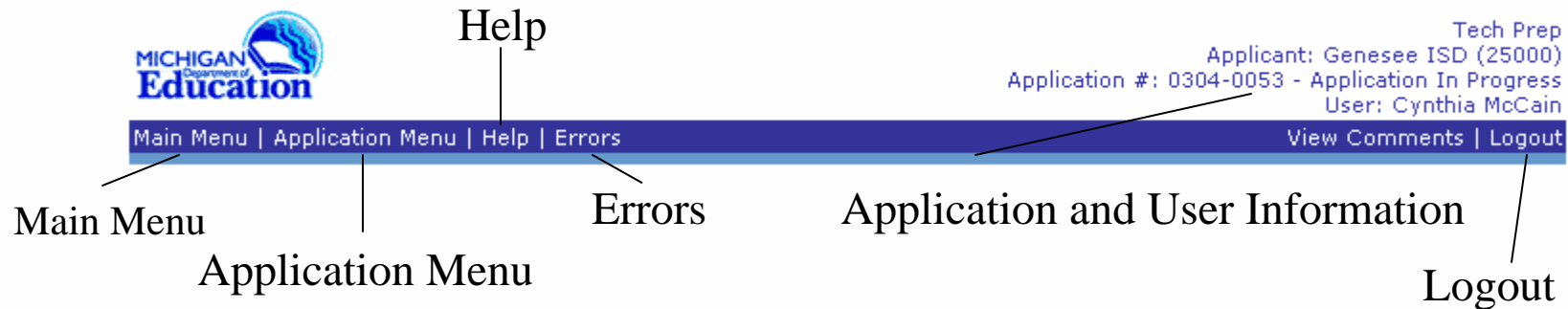
### 21st Century Budget Summary Help

The objective of this section of the 21st Century Community Learning Centers MEGS Application is to construct the budget for your project. Budgets are constructed by adding individual budget items. The Add Budget Item button is found at the bottom of this page. The budget that is produced and approved by your MDE consultant will be the one used as the standard against which your project will be financially audited at the end of each fiscal year.

- Some pages have help information.
- Before you enter any information, it is recommended to view HELP screens.
- To print, click Print Window.



# Header Details




- **Main Menu** – Returns the user to the page with all applications initiated by the user's agency.
- **Application Menu** – Returns the user to the “home page” for the application. A feature built into this link is a JavaScript menu that allows quick access to other parts of the application. This menu has links to budget pages and program information.
- **Help** – Takes the user to specific help information for each page. This feature is the first source of assistance for questions or problems that users might encounter.
- **Errors** – Tracks the progress of the application and alerts the user when any critical part is not completed. All errors must be addressed in order to submit the application.
- **Logout** – Logs the user out of MEGS.
- **Application and User Information** – Indicates the application that is currently being worked on, the applicant agency, the application number, and the current user's name.



# 21<sup>st</sup> Century Walk Through

## Application Menu

- Header Details
- Grant Information
- Management Activities
- General Information
- Budget Pages
- Program Information



21st Century Community Learning Centers  
Applicant: B-H-K Child Development Board, Inc. (310000001A)  
Application #: 0506-0225 - Application In Progress  
User: Ms. Bonny Lynn

[Main Menu](#) [Help](#) [Logout](#)

[Application Menu](#) [Errors](#) [Report Menu](#) [Report Errors](#) [View Comments](#)

[SUBMIT APPLICATION](#)

**This "21st Century Community Learning Centers" application contains the following grant(s):**

Grant	Apply Now/Later
Continuation Application for 2005-2006	<a href="#">Apply Now</a>

- The current status is **Application In Progress**
- This application is due on **Wednesday, May 11, 2005**
- [Assurances and Certifications](#)

**Please click on the links below to begin/continue completing your application.**

**MANAGEMENT ACTIVITIES**

[Control Access to this Application](#)  
[Review Grant Selections](#)  
[View a PDF of this application](#)  
[View a blank PDF](#)  
[DS-4044 PDF](#)

**GENERAL INFORMATION**

[Grant Contact and Fiscal Agent Information](#)  
[Co-Applicant Agency Information](#)  
[Consortium/Grant Member Information](#)  
[Add/Review Grant/Consortium Members](#)

**BUDGET PAGES**

[Continuation Application for 2005-2006](#)

**PROGRAM INFORMATION**

[Program Information Page Summary](#)  
[Project Abstract](#)  
[Sites for the Grant](#)

[SUBMIT APPLICATION](#)

[Back To Top](#) [Back To Top](#)



# Assurances and Certifications



MEGS: Michigan Electronic Grants System

PRINT WINDOW

CLOSE WINDOW

## 21st Century Community Learning Centers Assurances and Certifications

### Certification Regarding Lobbying for Grants and Cooperative Agreements

No federal, appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL “Disclosure Form to Report Lobbying,” in accordance with its instructions. The undersigned shall require that the language of this certification be included in the awards documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclosure accordingly.

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.



# MANAGEMENT ACTIVITIES

## Control Access to This Application

### To Give Users Access to the Application

- Go to the “Add Users to this Application” table at the bottom of the page.
- Enter the MEIS Account IDs of the users to be given access to the application.
- Select a security level for each new user based on his/her function in the application process.
- If the user is a contact person for the application, select the Main Contact.
- Click the **Save** button to update MEGS.

MANAGEMENT ACTIVITIES

- Control Access to this Application
- Review Grant Selections
- View a PDF of this application
- View a blank PDF
- DS-4044 PDF

[Jump to Add Users to this Application](#)

Edit/Remove Users From This Application						SAVE	CANCEL
Mark Remove All <input type="checkbox"/>	Mark Inactive All <input type="checkbox"/>	User	Grant Contacts	Date Active/Inactive	Assigned By		
		<a href="#">Domenico, Kathy</a> Battle Creek Public Schools Authorized Official					
		<a href="#">Greene, Jeffrey</a> Battle Creek Public Schools Authorized Official		A: 3/17/2004			

SAVE CANCEL

- In the **User** column enter the MEIS Account #, specify the application security level, and if applicable, assign the new user as an application contact.
- Dates of activity are optional. Specify starting and ending dates in the **Date Active** and **Date Inactive** columns for each new user.
- Click **Save** to retain all changes.

[Jump to Edit/Remove Users from this Application](#)

Add Users to this Application						SAVE	CANCEL
User	Grant Contacts	Date Active	Date Inactive				
MEIS Account #: <input type="text"/> Security Level: <input type="text"/>	<input type="text"/>	3/17/2004					
MEIS Account #: <input type="text"/> Security Level: <input type="text"/>	<input type="text"/>	3/17/2004					
MEIS Account #: <input type="text"/> Security Level: <input type="text"/>	<input type="text"/>	3/17/2004					

SAVE CANCEL



# MANAGEMENT ACTIVITIES

## Control Access to This Application

### Edit/Remove Users From Application



- Use the “Edit/Remove Users From This Application” table at the top of the page.
- Identify users to delete or to temporarily limit their access.
- To edit the user’s access, make the appropriate changes and click **Save**.
- To remove the user, click the box in the “Mark Remove” column to the left of the user’s name and click **Save**.
- The removed user will no longer have access to the application unless the user is given access again.

[Jump to Add Users to this Application](#)

Edit/Remove Users From This Application					SAVE	CANCEL
Mark Remove All <input type="checkbox"/>	Mark Inactive All <input type="checkbox"/>	User	Grant Contacts	Date Active/ Inactive	Assigned By	
		<a href="#">Block, Diane</a> Alpena Public Schools Authorized Official	<input type="text"/>			
		<a href="#">Gouin, Dan</a> Alpena Public Schools Authorized Official	Main Contact	A: 6/27/2003		
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Patricia, Buck</a> Alpena Public Schools Level 2 (Grant Writer)	<input type="text"/>	A: <input type="text"/> I: <input type="text"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Sampier, Patricia</a> Alpena Public Schools Level 4 (Application Administrator)	<input type="text"/>	A: 9/20/2002 I: <input type="text"/>	Block, Diane	

SAVE CANCEL

*Assigned contacts are displayed on this page.*



# MANAGEMENT ACTIVITIES

## Review Grant Selections



### **Warning:**

- ***Fiscal Agents with more than one grant application.***
- ***Do not make changes here.***
- ***Keep track of your grant numbers.***

Ms. Carolyn Starkey,

**You have chosen to modify the following application:**

**Application #0506-0227** by Detroit City School District  
**Status:** *Application In Progress*  
21st Century Community Learning Centers

Do Not Apply	Apply Now	Apply Later	Funding Source
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Continuation Application for 2005-2006

What would you like to do?



# MANAGEMENT ACTIVITIES

## View a PDF of the Application

Generating PDF's of the Application



- Once data is saved, the individual pages can be printed in PDF format.
- The entire 21<sup>st</sup> CCLC Application is generated overnight, and can be saved as a PDF file on the desktop.

Click on one of the links below to view a PDF of part of the application.

<b>FULL PDF</b>	
• <a href="#">Generate PDF</a> . You will receive an E-mail when the PDF is generated (usually within 24 hours).	
<b>COVER PAGE/CONSORTIUM INFORMATION</b>	
• <a href="#">View the Cover Page For This Application</a>	
<b>GENERAL INFORMATION</b>	
• <a href="#">Co-Applicant Agency Information</a>	
• <a href="#">Sites for the Grant</a>	
<b>BUDGET PAGES</b>	
	21st Century
Eaton ISD	<a href="#">Budget</a>
	<a href="#">Budget Detail</a>
<b>PROGRAM INFORMATION</b>	
• <a href="#">Project Abstract</a>	
• <a href="#">Project Abstract</a>	

[RETURN TO PREVIOUS PAGE](#)



# MANAGEMENT ACTIVITIES

## View a Blank PDF

**Michigan Department of Education**  
**Office of School Excellence**  
**EARLY CHILDHOOD AND PARENTING PROGRAMS**  
P.O. Box 30006, Lansing, Michigan 48909

**COMPETITIVE GRANT APPLICATION FOR 2003-2004**  
**21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTERS GRANTS**

**APPLICANT ORGANIZATION**

Legal Name of Applicant	Federal ID Number	Telephone
Address	City	Zip Code

**CONTACT PERSON**

Name of Contact Person	Telephone	Fax Number
Address	City	Zip Code
County	Email Address	

**CO-APPLICANT**

Legal Name of Agency/District	Telephone
Name of Contact Person	Email Address

PROPOSED SITE(S) (Site where service will be provided)	SCHOOLS TO BE SERVED (Indicate with an * if a middle school)	DISTRICT CODE(S)	M.D.E. USE ONLY

**ASSURANCES AND CERTIFICATION:** By signing this assurances and certification statement, the applicant certifies that it will agree to perform all actions and support all intentions stated in the Assurances and Certifications on pages 1a and 1b, and will comply with all state and federal regulations and requirements pertaining to this program. The applicant certifies further that the information submitted on this application is true and correct.

DATE \_\_\_\_\_ SUPERINTENDENT OR AUTHORIZED OFFICIAL \_\_\_\_\_

**MANAGEMENT ACTIVITIES**

- [Control Access to this Application](#)
- [Review Grant Selections](#)
- [View a PDF of this application](#)
- [View a blank PDF](#)

- You can print a copy of the blank form.



# GENERAL INFORMATION

## Grant Contact and Fiscal Agent Information

### To Assign or Change the Main Contact:

- Go to the Control Access link to make the assignment.
- When the assignment is saved, the user will be displayed on the Grant Contact and Fiscal Agent Information page.



[Change Main Contact for this Agency](#)

Application Main Contact			
Name	Title	Phone	Email Address
Mr. David Solis	Director, State, Federal and Local Programs	(810) 760-1259	<a href="mailto:dsolis@flintschools.org">dsolis@flintschools.org</a>

Fiscal Agent	
Legal Name	Flint City School District
Superintendent	<a href="#">Dr. Felix Chow</a>
FEIN	386001185
Recipient/District Code	25010
Building Code	00000
Address 1	923 E. Kearsley Street
Address 2	
City	Flint
State	Michigan
Zip Code	48503
County	Genesee
Agency Type	LEA
Phone	(810) 760-1249 Ext
Fax	Ext
E-mail	

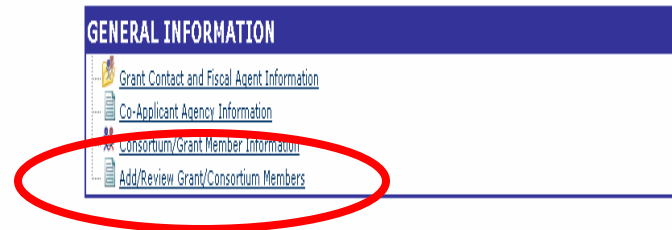
### ***Fiscal Agent's Information:***

- *Fiscal Agent Information comes from the School Code Master(SCM).*
- *MEGS gets latest updates from the SCM.*



# GENERAL INFORMATION

## Add Review Consortium/Grant Member Information



**DETROIT CITY SCHOOL DISTRICT (82010)**  
**ADD/REVIEW GRANT/CONSORTIUM MEMBERS**

Has this page been updated since last year? **Has Not Been Reviewed**

**Instructions:** Please complete this page. Mandatory items are marked with a red asterisk (\*).

**Consortium/Grant Member Information**

Name of LEA or Agency\*

District Code

Superintendent or Authorized Official\*

Address 1\*

Address 2

City\*

State\*

**Must review  
each page and  
check here**



# GENERAL INFORMATION

## Co-Applicant Agency Information

- Info pulls forward to 2007 grant
- Be sure it is still correct

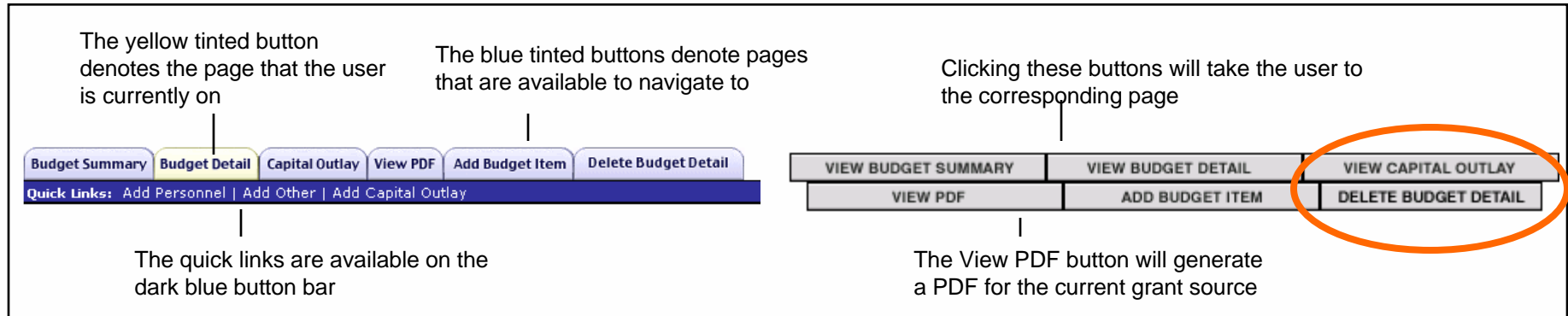
**GENERAL INFORMATION**

- [Grant Contact and Fiscal Agent Information](#)
- [Co-Applicant Agency Information](#)
- [Consortium/Grant Member Information](#)
- [Add/Review Grant/Consortium Members](#)

BATTLE CREEK PUBLIC SCHOOLS (13020)	
CO-APPLICANT AGENCY INFORMATION	
Legal Name of Agency:	<input type="text" value="Startrek A.W.E. Foundation"/>
Name of Contact Person:	<input type="text" value="William Shatner"/>
Telephone Number:	<input type="text" value="(517) 555-1515"/>
Email Address:	<input type="text" value="bill@priceline.com"/>

# BUDGET PAGES

## Budget Navigation



## Budget Tabs and Quick Links

These features allow for easy navigation between the budget pages.

- The tabs are color coded for easy recognition.
- The yellow tinted tab signifies the current page.
- The **View PDF** tab will display a PDF of the current budget page.

*Quick links are located beneath the budget tabs, and take the user to pages where multiple budget items can be added.*



# BUDGET PAGES

## Budget Summary

### Budget Summary:

This is for presentation only, you will not be enter data into this chart.  
Budget Detail will be computed and presented in this summary page.

Budget Summary	Budget Detail	Capital Outlay	View PDF	Add Budget Item				
<b>Quick Links:</b> Add Personnel   Add Other   Add Capital Outlay								
District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year	
23000	042110		84.287	Regular	7/1/2003		2004	
Cohort B 21st CCLC Budget Summary for Eaton ISD					SAVE CANCEL			
Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	TOTAL
110	Basic Programs							
120	Added Needs							
210	Support Services - Pupil							
220	Support Services - Instructional Staff							
230	Support Services - General Administration							
240	Support Services - School Administration							
250	Support Services - Business							
260	Operation and Maintenance of Plant							
270	Pupil Transportation Services							
280	Support Services - Central							
310	Support Services - Community Services							
320	Community Recreation							
350	Custody and Care of Children							
390	Other Community Services							
400	Outgoing Transfers and Other Transactions							
SUBTOTAL								\$0
Indirect Costs: 0.00 % OR \$ 0		Restricted Rate (Max allowed: 10.75%)						\$0 \$0
TOTAL								\$0 \$0
CONTACT INFORMATION								
Business Office Representative: Name: Phone: Ext:								
Project Contact Person: Name: Phone: Ext:								

- All last year's amounts are pulled forward.

- Only the function codes listed are allowed for 21<sup>st</sup> CCLC, follow guidance provided in your manuals.

- The budget totals are displayed with function codes along the left side and object codes across the top.

- Budget totals are changed automatically when new budget items are added to the grant.

- Edit Contact Information if it has changed.



# BUDGET PAGES

## Budget Detail

- Budget Detail page is an in-depth look at all budget items.
- It is not necessary to include Local Agency Share but it may be helpful for us to see.
- Each budget item is listed by function code, with the description.
- As items are entered into the system, this page is automatically updated and displays the totals.
- Item description is a link to the page where the entry can be edited.

Budget Summary	Budget Detail	Capital Outlay	View PDF	View Landscape PDF	Add Budget Item	Edit Budget Detail	Delete Budget Detail		
Quick Links: <a href="#">Add Personnel</a>   <a href="#">Add Other</a>   <a href="#">Add Capital Outlay</a>									
District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year		
13020	042110		84.287	Regular	7/1/2003		2004		
Grant Budget Items									
120 Added Needs									
Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
125	<a href="#">Comp.ed instruction books</a>					\$500			\$500
Sub-Total						\$500			\$500
210 Support Services - Pupil									
Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
211	<a href="#">Monitoring software license</a>				\$25,973				\$25,973
Sub-Total					\$25,973				\$25,973
Grant Subtotal									\$26,473
Indirect Cost Rate 0% Restricted Rate (Max allowed:4.98)								\$0	\$0
Total					\$25,973	\$500			\$26,473
Local Agency Share Items									
210 Support Services - Pupil									
Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
212	<a href="#">Books on colleges and wraps</a>					\$2,578			\$2,578
Sub-Total						\$2,578			\$2,578
Grant Subtotal									\$2,578
Total						\$2,578			\$2,578
Totals of Grant Budget and Local Agency Share Items									
		FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
Grand Total					\$25,973	\$3,078			\$29,051



# BUDGET PAGES

## Add/Edit/Delete Budget Item

Budget Summary | Budget Detail | Capital Outlay | View PDF | **Add Budget Item**

Quick Links: Add Personnel | Add Other | Add Capital Outlay

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
23000	042110		84.287	Regular	7/1/2003		2004

ADD ITEM

**Cohort B 21st CCLC Budget Item for Eaton ISD**

Select the appropriate Function Code for this budget item:  \* Indicate if budget item represents local agency share:

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:  \*

Enter the dollar amount associated with the budget item. Enter an amount in only **one** box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the Quick Link: Add Capital Outlay.

Salaries (1000)	Benefits (2000)	Purchased Services (3000, 4000)	Supplies & Materials (5000)	Other Expenses (7000, 8000)
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If **Salaries**, enter the FTE or Hours:  
FTE  Hours

### Add a Budget Item:

- Click the **Add Budget Item** tab.
- Read directions on page.
- Select function code
- Provide a description of the budget item.
- Enter amount(s) in the box(es) beneath the appropriate Object Code(s).
- Local Agency Share requires a separate entry.

### Edit a Budget Item:

- Use Edit Budget Detail link or
- Access from Budget Detail

### Delete Budget Item:

- Use Delete Budget Detail link
- Delete from Update Item page



# PROGRAM INFORMATION

## Program Information Page Summary



This gives you information about the sections in the grant application.

The following pages have been saved in MEGS

### Co-Applicant Agency Information

- [Eaton ISD: \[UNTITLED\] \(Date Last Changed: 3/16/2004 9:54:59 AM\)](#)

# PROGRAM INFORMATION

## Project Abstract

PROGRAM INFORMATION

- [Program Information Page Summary](#)
- [Project Abstract](#)
- [Sites for the Grant](#)

- This is a one-page description of the project.
- Most sections from previous application are brought forward.
- You must review and revise your project outcomes and evaluation plan and give us your plan for next year.
- It is recommended that you create your narratives in a program that has spell-check.
- Then you may copy and paste the information into the correct area.
- Less is more.

EATON ISD (23000)

**PROJECT ABSTRACT**

**Instructions:** The Project Abstract will be limited to a ONE page PDF printout. The Project Abstract must address the following categories: Statement of Need; Description of Project; Project Outcomes/Evaluation Plan; and Qualification of Key Personnel. Note the space limitations for each section.

**Statement of Need:**

0 of 700 Characters

**Description of Project:**

0 of 960 Characters

**Project Outcomes/Evaluation Plan:**

0 of 640 Characters

**Qualification of Key Personnel:**

0 of 400 Characters



# PROGRAM INFORMATION

## Sites for the Grant

PROGRAM INFORMATION

- [Program Information Page Summary](#)
- [Project Abstract](#)
- [Sites for the Grant](#)

- Check **ALL** sites to the grant
  - One page per site
  - Make sure each page says YES

- Check information for each site

- Fill in the Name, Address, etc as it appears on the site license.

- Buildings must have district code and building code
- Building code must have leading zero.

Please select a page to view: Chassell - 3/28/2006 - 105

**B-H-K CHILD DEVELOPMENT BOARD, INC. (310000001A)**

**SITES FOR THE GRANT**

Has this page been updated since last year?

**Instructions:**

- Please add all sites served by this the grant.
- Add the site name and Site License Number for each site. If no license number indicate that by checking the exempt box.
- For each site, enter the district code for the site and the building codes of the schools to be served. Indicating whether or not the school is a middle school.
- Click **Save**. Please note that the Name of the School will automatically be entered into MEGS when the page is saved.
- To add additional proposed sites, click **Add**. This will save the existing page and allow you to add a new page. Add as many proposed sites as necessary using this method.
- To delete a site, use the drop-down menu at the top of the screen to select the name of the site. Click **Go**. Once the information for the site that you wish to delete is displayed, you may click **Delete** to remove the site.

Site Name:

Address:

City:

State:

Site License Number: \* DC

Expiration Date: \*

License Capacity: \*

Ages: \*

**Schools to be Served**

District Code	Building Code	Name of School	Middle School?
<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
<input type="text"/>	<input type="text"/>		<input type="checkbox"/>

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## Use the School Code Master to find Building Codes

- Web access:

<http://cepi.state.mi.us/scm/directory/step2.asp?intSearchType=1>

- Select the first letter of the building.
- Navigate to find the correct building.

**School Code Master**[Glossary of Terms](#)

School Directories: School/Facility Name

<b>Step 1:</b> Choose Directory	<b>Step 2:</b> Choose Letter/Code	<b>Step 3:</b> Choose School/Facility
------------------------------------	--------------------------------------	--

Central Academy (PK-K)

Central Alternative High School

Central Elementary School

Central Elementary School

Central Elementary School

Central Elementary School

Central Elementary School

Central Elementary School

Central Elementary School

Central Elementary School

**School/Facility:** Central Elementary School  
**School/Facility Code:** 01606  
View school information **Go**

**District Name:** Hastings  
**District Code:** 08030  
View district information **Go**

**City Name:** Hastings  
**County:** Barry  
**ISD:** Barry ISD  
[»Browse a listing of other schools within this school district.](#)  
[»Browse a listing of other schools within this city.](#)  
[»Browse a listing of other schools within this county.](#)  
[»Browse a listing of other schools within this ISD.](#)



# Submission of the 21<sup>st</sup> Century Grant Errors

Main Menu Help

Logout

Application Menu Report Menu Errors Report Errors

View Comments

The following errors have been detected in your application:

## Application Contacts

- Please assign a [Main Contact](#)

## The following Budget(s) do not have Contact Information.

- [Cohort B 21st CCLC](#)

## General Information / Program Information

- MEGS performs a check for technical errors and will present the information on this page.
- Run the error checking until the screen indicates:

**No errors have been detected in this application.**

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# Submission of the 21<sup>st</sup> Century Grant Submission

## To Submit an Application:

- Notify Authorized Official (AO), Level 5.
- AO clicks the **Submit Application** button.
- Conditions page will be displayed.
- After reading and agreeing with the conditions, click the **I Agree** button.
- MEGS will display a confirmation page.
- MEGS will notify the identified administrator and the application Main. Contact by email that the application has been received by MDE.

**SUBMIT APPLICATION**

This "21st Century" application contains the following grant(s):

Grant	Apply Now/Later
Cohort B 21st CCLC	Apply Now

- The current status is **Application In Progress**
- This application is due on **Wednesday, July 30, 2003**
- [Assurances and Certifications](#)

Please click on the links below to begin/continue completing your application.

**MANAGEMENT ACTIVITIES**

- [Control Access to this Application](#)
- [Review Grant Selections](#)
- [View a PDF of this application](#)
- [View a blank PDF](#)

**GENERAL INFORMATION**

- [Grant Contact and Fiscal Agent Information](#)
- [Consortium/Grant Member Information](#)
- [Co-Applicant Agency Information](#)

**BUDGET PAGES**

- [Cohort B 21st CCLC](#)

**PROGRAM INFORMATION**

- [Program Information Page Summary](#)
- [Project Abstract](#)
- [Sites for the Grant](#)

**SUBMIT APPLICATION**



# Application Status Levels

Status levels are used to track applications within MEGS and are applied at every step of the process.

There are two distinct status categories: Applicant and Consultant.

Applicant status levels that are “in progress” allow the user full access to the application. Submission will “lock” the application to further changes.

Consultant status levels are used to show the level of review or to return the application (e.g. *Modifications Required*) to the user.

Consolidated Application		
Application # 2003-1143 West Iron County Public Schools		Status: Application Submitted
Grants	Access Level	Granted By
Title I, Part A Regular - Improving Basic Programs	Authorized Official	
Title II, Part A Regular - Teacher/Principal Training & Recruiting	Authorized Official	
Title II, Part D Regular - Enhancing Education Through Technology	Authorized Official	
Title V, Part A Regular - Innovative Programs	Authorized Official	
Section 41 - Bilingual Education	Authorized Official	
VIEW APPLICATION   DELETE APPLICATION   MODIFY APPLICATION   AMEND APPLICATION		

## Applicant Set Status Levels

- *Application In Progress*
- *Application Submitted*
- *Modifications In Progress*
- *Modifications Submitted*
- *Amendment In Progress*
- *Amendment Submitted*
- *Report In Progress*
- *Report Submitted*

## Consultant Set Status Levels

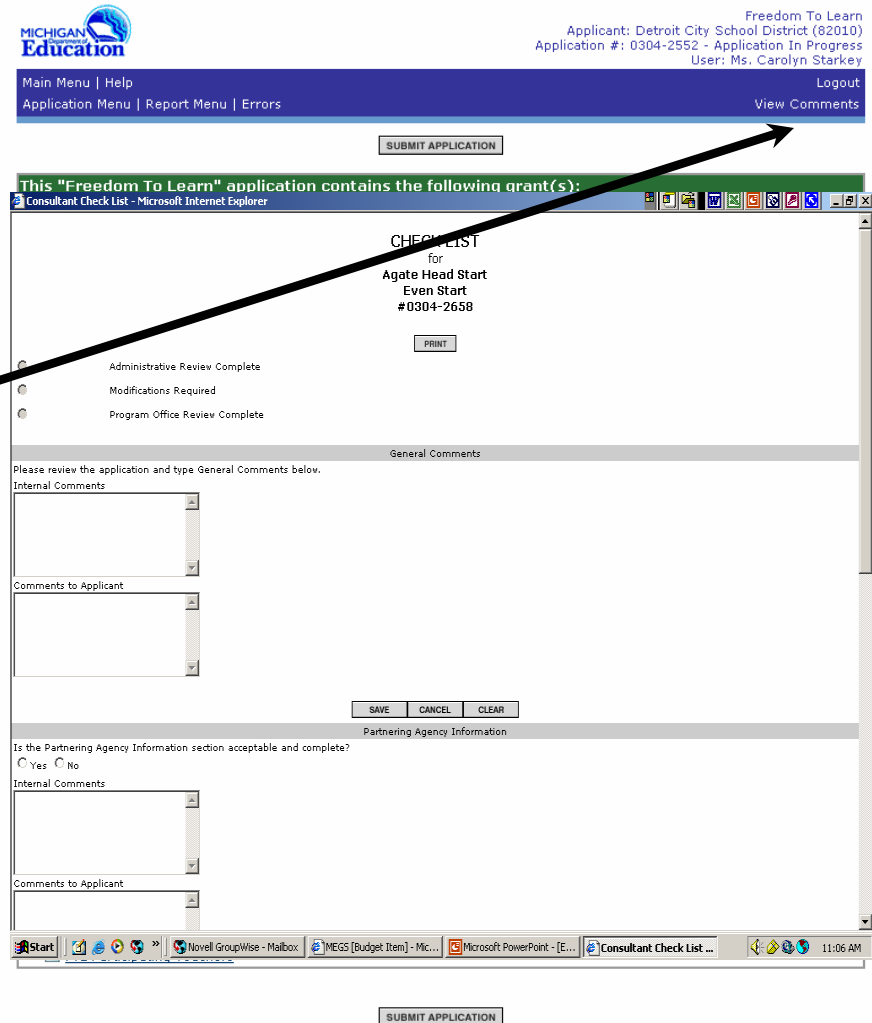
- *Review In Progress*
- *Modifications Required*
- *Program Office Review Complete*
- *Grant Funds Available*

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# Viewing Comments

## To View General Comments

- Click the **View Comments** link in the header of the page.
- A separate popup window opens and displays the comments for that page.



Freedom To Learn  
Applicant: Detroit City School District (82010)  
Application #: 0304-2552 - Application In Progress  
User: Ms. Carolyn Starkey

Main Menu | Help  
Application Menu | Report Menu | Errors  
Logout  
View Comments

SUBMIT APPLICATION

This "Freedom To Learn" application contains the following grant(s):  
Consultant Check List - Microsoft Internet Explorer

CHECKLIST  
for  
Agate Head Start  
Even Start  
#0304-2658

PRINT

Administrative Review Complete  
Modifications Required  
Program Office Review Complete

General Comments

Please review the application and type General Comments below.

Internal Comments

Comments to Applicant

SAVE CANCEL CLEAR

Partnering Agency Information

Is the Partnering Agency Information section acceptable and complete?  
☐ Yes ☐ No

Internal Comments

Comments to Applicant

SUBMIT APPLICATION



# Modifications Process

## Modifying the Application:

*Modifications Required:*  
the **Modify Application** button is “lit.”

Educational Technology Plan			<a href="#">Top</a>
Application #0203-9904 Academy for Business & Technology		Status: Modifications Required	
Grants	Access Level	Granted By	
Technology Plan	Authorized Official		
<a href="#">MODIFY APPLICATION</a>	<a href="#">DELETE APPLICATION</a>	<a href="#">VIEW REPORTS</a>	<a href="#">VIEW HISTORY</a>

**Levels 4 and 5** can click **Modify Application** to begin revising the application, which changes the status to *Modifications in Progress*.

Once the status is *Modifications in Progress*, additional changes are made by clicking the **View/Edit** button.

Changes made to the application are shown by clicking the **Modifications Summary** link on the Application Menu.

**Level 5s** can submit the modified application by clicking the **Submit Modifications** button on the Application Menu.



Educational Technology Plan			<a href="#">Top</a>
Application #0203-9904 Academy for Business & Technology		Status: Modifications In Progress	
Grants	Access Level	Granted By	
Technology Plan	Authorized Official		
<a href="#">VIEW / EDIT</a>	<a href="#">DELETE APPLICATION</a>	<a href="#">VIEW REPORTS</a>	<a href="#">VIEW HISTORY</a>



<http://136.181.114.7/megsweb/>

Look here for  
informational  
PowerPoint  
and the  
Quick Guide.

**MEGS Training**

**Presentations**  
View training presentations for applicants and consultants for the various grants in MEGS.

Name	Version	File Type
<a href="#">Career Initiatives Training Presentation</a>	1	PowerPoint
<a href="#">Special Education Training Presentation</a>	4	PowerPoint
<a href="#">Early On Training Presentation</a>	5	PowerPoint
<a href="#">Consolidated Application Training Presentation</a>	3	PowerPoint
<a href="#">Gifted &amp; Talented Training Presentation</a>	1	PowerPoint
<a href="#">Headstart Training Presentation</a>	1	PDF
<a href="#">MSRP/CRNA Training Presentation</a>	1	PDF
<a href="#">Safe &amp; Drug Free Training Presentation</a>	3	PowerPoint
<a href="#">Summer Migrant Training Presentation</a>	2	PowerPoint
<a href="#">Training Hand Out</a>	1	Word Document
<a href="#">MEGS Quick Guide</a>	6	Word Document

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# Questions?

- Password related: Call MDE Help Desk (517) 335-0505
- 21<sup>st</sup> Century Community Learning Centers Questions:

Lorraine Thoreson      [ThoresonL@michigan.gov](mailto:ThoresonL@michigan.gov)

John Taylor              [TaylorJohn@michigan.gov](mailto:TaylorJohn@michigan.gov)